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Date: September 24, 2003

To: Wisconsin Works Agency Directors
Workforce Development Board Directors

From: Eduardo Saenz, Local Program Liaison

Subject: **Workforce Attachment and Advancement (WAA) Funding Survey**

The current WAA contracts cover the period from July 1, 2002 through December 31, 2003. The purpose of this survey is to determine if there will be unspent WAA funds and redirect those funds to the agencies that need additional funding. The Division of Workforce Solutions (DWS) will be using July 2003 fiscal data reported by agencies in August 2003 as the reference point. Refer to the previous e-mail sent earlier this week to all Workforce Development Board and Wisconsin Works Agency Directors.

Prior to making a determination, DWS is requesting the following information:

Under spent funding

Besides expenditures, account for agency obligations that have not yet been paid.

- Will your agency expend all of its WAA funding?
- If not, what is the amount of WAA funds that can be deobligated?

Requests for additional funding

Some agencies may have spent all or exceeded their contract-to-date projected spending. Determine if your agency would like to be considered for additional WAA funds, should they become available.

- Does your agency need additional WAA funding to complete the program year?
- If yes, what amount is needed and a brief summary of the plan for expending those funds.

Any agency receiving reobligated funds must amend their WAA plan before their contracts are amended and any funds released.

Please submit your responses to the survey by Monday, September 29, 2003 to:

Eduardo Saenz, Local Program Liaison
201 E. Washington Ave., E100
P.O. Box 7972
Madison, WI 53707-7972

Deobligation/Reobligation amounts will be issued by October 6, 2003, so it is imperative that we receive your responses to the survey by the due date. Contact your area administrator or your local program liaison with any additional questions or concerns regarding this process.

Cc: DWS Area Administrators
DWS Local Program Liaisons
Ron Hunt, Joan Larson, Jacquie Piraino, Edie Sprehn, Dianne Reynolds, Ramon Natera